



Southfields Primary School

Staff Well Being Policy

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Last reviewed on: Summer 2021

Next review due by: Summer 2022

The emotional and physical wellbeing of all staff is important to Southfields Primary School. At our school not only does every child matter but we also believe every person matters.

The actions within this policy have 5 key aims:

- To minimise the harmful effects of stress.
- To provide effective support for all staff.
- To support each individual to achieve an appropriate work-life balance.
- To take a positive and understanding approach to the management of stress in line with current good practice.
- To respect confidentiality.

As a school, we promote work life balance. We seek advice from outside support agencies such as occupational health when necessary. We have policies and procedures to deal with bullying, harassment and issues of personal safety.

We are a sociable staff and support each other. Staff events involving staff from all areas of the school have developed a cohesion and strength within the workforce.

Annual Procedures

As part of our efforts to ensure that every member of staff is treated fairly and our desire to create an open working environment, we have set up pyramid procedures such as performance management and supervision line managers.

To conduct a staff wellbeing questionnaire which informs an action plan. Any issues are incorporated and addressed over the coming year.

The main part of this policy is based around the Health and Safety Executive Management Standards. Each section responds to a standard and how the school carries out its duty of care.

Demands

The Standard states that *“Employees indicate that they are able to cope with the demands of their jobs and systems are in place locally to respond to any individual concerns”.*

Within Southfields Primary School, individuals have a job description which details the job demands and this is part of the recruitment procedure before contracts are agreed. Appointments are made to match the skills of the person with the job and adjustments are made with the agreement of all. No member of staff will be expected to carry out duties which are beyond their capabilities unless these are agreed with the staff member.

Concerns about the work environment and its impact upon an employee’s ability to satisfactorily complete duties are shared with either a line manager or senior member of staff. Every attempt is made to rectify the issue. Health and Safety is also on all meeting agendas to ensure regular updates are given to all staff members and so that they have the opportunity to raise any concerns too.

Expectations for workload are regularly discussed with staff with the intention that these expectations can be further refined.

Control

The Standard states that *“Employees indicate that they are able to have a say about the way they do their work and systems are in place locally to respond to any individual concerns”.*

Within Southfields Primary School every member of staff has a defined role which, due to the nature of a school, often has a fixed timescale for completion. Initiative is actively encouraged and as a school we welcome staff to be free thinkers and extend practice beyond the expected. The school has a Teacher Appraisal Policy which details the means by which all staff are encouraged to extend their skills and knowledge. Formal access to courses and training is through individual performance reviews and through audits of subject needs.

As a school we are open to the changing face of employment structure and the relationship between home and work life. We make every effort possible, to ensure that an employee’s working pattern suits their needs.

Support

The Standard states that *“Employees indicate that they receive adequate information and support from their colleagues and superiors and systems are in place locally to respond to any individual concerns”.*

Within Southfields Primary School we have an active support structure within the staff which has no formal basis but is generated from mutual respect. However, should this structure break down, the management structure has a wide base and a member of the SLT is always available to support staff and attempt to rectify situations.

The school encourages staff to discuss work and provide each other with constructive feedback. Although we have formal observations, informal feedback and professional dialogue is still part of the school culture.

Relationships

The Standard states that *“Employees indicate that they are not subjected to unacceptable behaviours, e.g. bullying at work, and systems are in place locally to respond to any individual concerns”.*

Within Southfields Primary School we promote positive relationships within the staff and encourage everyone to report any incidents of bullying or unacceptable behaviour to Senior Leaders. This in turn will then be fully investigated by an appropriate member of the SLT and a governor, if required. Details of this procedure can be found in the Dignity at work: Anti-Harassment and Bullying Policy

Role

The Standard states that *“Employees indicate that they understand their role and responsibilities and systems are in place locally to respond to any individual concerns”.*

Within Southfields Primary School we actively ensure that staff have clearly defined roles and never have conflicting roles where they carry out duties assigned to another person unless agreed by that person. This is achieved through our staff structure and careful planning of appointments. Upon appointment, staff are given a job description which outlines the key roles and expectations of the job. New staff are provided with a Staff Handbook to familiarise themselves with the schools induction procedures.

As a school, we have many influences which impact upon our working structure. This may result in short notice changes. During periods of role change, staff will be kept up to date through staff briefings and individual meetings.

Change

The Standard states that *“Employees indicate that the organisation engages them frequently when undergoing an organisational change and systems are in place locally to respond to any individual concerns”.*

Within Southfields Primary School we seek to involve all appropriate staff in consultations regarding change. We provide information as soon as possible and hold regular staff meetings, phase meetings and TA meetings. Staff are always aware that consultations are a means by which we gather views and are not always a mechanism for changing policy or decision.

All of the above will be reviewed on an annual basis.